



U.S. Army Acquisition Support Center (USAASC) 2011 Congressional Operations Seminar

Opening Date: April 7, 2011

Closing Date: May 6, 2011

Board Date: May 9-13, 2011

Notifications made to selectees: Mid May 2011

Seminar start: June 13-17, 2011

Attention Applicants

You should read and understand all requirements of the 2011 Congressional Operations Seminar prior to submission of an application

The USAASC is pleased to announce the offering of the 2011 Congressional Operations Seminar. The USAASC will fund the tuition cost of participants based on eligibility and application criteria as well as availability of funds.

GENERAL PROGRAM INFORMATION

The Congressional Operations Seminar is sponsored by the Government Affairs Institute at Georgetown University that provides civilian members of the Acquisition, Logistics, and Technology (AL&T) workforce an opportunity to attend a five-day course conducted on Capitol Hill to gain a better understanding of the roles and responsibilities within the U.S. Congress, House of Representatives and Senate as it relates to the performance management of the Defense Acquisition System and Policy. Over the course of the week, participants will hear from and be afforded the opportunity to ask questions of members of Congress, Congressional committee, state and local government officials, personal staff, lobbyists, and news media representatives. Topics may include: Congress Role in Our System of Government; The Nature of Congress; Leadership and Committee roles and responsibilities; Congress and the Defense Budget and the Congressional Budget Process. In addition, participants will be given the opportunity to attend Congressional committee hearings and observe floor action when Congress is in session. Upon completion of the course, supervisors may award up to 40 continuous learning points.

(NOTE: The organization must agree to fund travel and per diem costs prior to application submission).

GENERAL CANCELLATION POLICY

Any selected participant may cancel the seminar by contacting the USAASC Education and Training Manager by phone or email within two weeks of the start date of the seminar without an incurred tuition cost. If the cancellation notification is received by phone or email less than two weeks from the start date of the seminar, a cancellation and tuition fee will be incurred by the participant's organization. All reimbursements for this opportunity will be made by money order or certified check and payable to the U.S. Treasury and mailed to: Department of the Army, United States Army Acquisition Support Center, ATTN: 2011 Congressional Operations Seminar, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567. Full payment must be received within 2 weeks of the cancellation notification or risk command notification with a restriction on reapplying for future USAASC sponsored seminars.

WHO MAY APPLY

The Congressional Operations Seminar is available to full-time career civilian AL&T workforce members, GS-11 thru 15 or equivalent pay bands within a Demonstration Project or National Security Personnel System with the certification level of the encumbered position completed and documented on the updated Acquisition Career Record Brief (ACRB). The target audience for the Congressional Operations Seminar is the best performing AL&T workforce members who have been identified by their supervisor as having job-related duties in understanding the congressional actions, appropriations and budget processes that affect the daily operations within their organization.

HOW TO APPLY

The Congressional Operations Seminar is an automated process using the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please log in to the Career Acquisition Management Portal, <https://rda.altess.army.mil/camp/>. Once you login, click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the "AAPDS" tab, then select the "Application Module" link and select the 2011 Congressional Operations Seminar announcement.

REQUIRED APPLICATION DOCUMENTS

- ACRB-Applicant must provide current and accurate data (Education, Training, Experience, applicant and supervisor contact information). If information listed on the ACRB is outdated or inaccurate, the Congressional Operations Seminar application will be deemed incomplete and not considered for participation. If assistance is required in non-editable areas of the ACRB, contact an Acquisition

Career Manager (ACM), AskAnACM@conus.army.mil, 575-678-2247 or DSN 258-2247.

- Individual Development Plan (IDP) Academic Plan-Applicant must list the Congressional Operations Seminar in the "Other Training" section of the IDP, choose "AETE" as the Planned Funding source, and obtain approval by the supervisor for this opportunity. If an application is submitted with outdated course and contact information, the application may not be considered for participation.
- Endorsement-Applicant's supervisor must describe in 1,500 characters or less the benefit of the applicant to participate in the Congressional Operations Seminar as it relates to the Defense Acquisition System and Policy.

SELECTION PROCESS

- All applications will be evaluated based on the following weighted criteria: Career status; Acquisition experience (as it relates to the Defense Acquisition System and Policy); Degree discipline; and Degree level
- If selected, applicants must respond to the USAASC Education and Training Manager by phone or email within 5 days of the selection notification or risk not being selected for participation.

ADDITIONAL INFORMATION AND GUIDANCE

- Ensure the Congressional Operations Seminar application is saved in AAPDS prior to contacting the USAASC Education and Training Manager, if application support is required.
- Submit application two weeks prior to the closing date of the announcement to allow for modifications and resubmission.
- Contact the USAASC Education and Training Manager, Veronica Gonzalez, veronica.gonzalez1@us.army.mil, 703-805-1238 or DSN 655-1238 for additional questions regarding this seminar.